

ASSIGNMENT COVER & MARKING SHEET

IMPORTANT NOTES

1. This form is only applicable to ERCI proprietary programmes.
2. Please list all participants' IDs if this is submitted for a group assignment.

PART A: ASSIGNMENT DETAILS

<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Individual <input type="checkbox"/> Group	<input type="checkbox"/> PT <input type="checkbox"/> FT
Student ID(s):		
Programme:		Lecturer:
Module:	No. of Pages:	Total Word Count:

PART B: STUDENT ACKNOWLEDGMENT

Except where appropriately acknowledged, this assignment is my own work, has been expressed in my own words, and has not previously been submitted for assessment.

Signature:	Date:
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PART C: MARKS ALLOCATION

S/N	Assessment Items	Marks
1	Formatting requirements & Table of contents Cover page – name/group members' names/ IDs Executive summary (if applicable) Introduction Subject matter Recommendations Conclusion List of references (compulsory) Appendices (if applicable)	/5
2	Presentation Consistency of presentation Degree of creativity	/10
3	Citation and referencing requirements Standard Harvard referencing Appropriate in-text citation Referencing in alphabetical order	/15
4	Content and organisation requirements Questions answered adequately Use of theories and concepts Quality of written contents (clarity, conciseness, accuracy, completeness) Relevancy of discussion Critical thinking (analytical, alternative views) Assignment structure (provides consistent headings and sub headings) Readable content Logical content	/40
5	Research objectives Quality of data collections Ability to identify, analyse and offer accurate findings Ability to present the data in a clear and organised format (tables, graphs, charts, diagrams) Applied learning experiences	/20
6	Language Accuracy of language (sentence structure, tenses, spelling, punctuation)	/10
Total Marks Awarded:		/100

Comments (if any)

PART D: FOR OFFICIAL USE ONLY

Name of Lecturer:	Signature & Date:
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